**M2P PLC Planning Template**

**PLC members (we recommend groups no larger than 4):**

1. Sit with the group you think you want to work with for the coming year.
2. Appoint a facilitator and a recorder. Recorder gets copy to Shannon or Jessica.
3. As a group, reach consensus on your initial PLC focus and meeting schedule for your PLC work over the next few months.

*Your PLC focus should be related to the area of educational research you identified earlier. While each PLC member may have slightly different areas of focus, you will all want to benefit from the collaboration. Ideally, your PLC focus will support your TPEP focus.*

Write your initial PLC focus here. Be sure to:

* describe expected impacts on student learning, and
* describe kinds of evidence you can collect and share.

Initial PLC focus:

**PLC Logistics**

This year you will be paid for 16 PLC hours and can schedule those meetings however works best for your group.

Studio Day Planning

There’s an expectation that all M2P teachers will participate in at least one, *preferably two*, studio days per year and engage in a cycle of observation, feedback, and refinement with your colleagues.

* How can you arrange a studio day with *at least* one other teacher?
* What support from Shannon, Jessica, and/ or your principal will help?

PLC Meeting Schedule

Determine the dates of your PLC meetings for the first half of the year. Your goal is to meet for a total of 16 hours during the school year.

* You will have time during the February 4th workshop to regroup as a PLC so feel free to only schedule your meetings through the end of January, with a goal of scheduling 8 hours.

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| **Date** | **Day of week** | **Time** | **Location** | **Topic and/ or Activity** |
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* Plan out as far as you can and note any resources you’ll need to support your PLC work below.

Resources needed:

* What support do you need from Shannon, Jessica and/ or your principal to support your work during the coming year?

Support needed:

* If your group is larger than two, appoint a facilitator for the first meeting and rotate the job regularly. The facilitator sends out a reminder before the meeting, ensures there’s a time and place to meet, and the meeting agenda or protocol is followed.

Facilitator for first meeting:

PLC Meeting Agenda

1. Look over the PLC practical suggestions and possible activities below.
2. Decide on, and record, the structure for your meetings on the back of this page.

* For access to last year’s PLC meeting agenda and all PLC documents, check the **M2P Wiki PLC Support page http://m2p2015.wikispaces.com/PLC+Support.**

**Practical PLC Suggestions adapted from Dylan Wiliam**

* Meet regularly, for two hours per month. You could meet weekly for ½ hour, every other week for one hour, or once a month for two hours. Be sure to allow enough time between meetings to implement instructional strategies, but don’t allow so much time to pass that you lose momentum.
* Feel free to meet off campus and combine socializing with your PLC work.
* Be sure to build in a few minutes to regroup after the day for each meeting before you begin your work if you’re meeting directly after school.
* Make detailed, modest, individual action plans at the first meeting and revise the action plans based on evidence collected and input from others. Be sure to share action plans with one another, gathering input, as well as ensuring you’ve committed publicly to the plan.
* If your group is larger than two, rotate responsibilities.
  + Facilitator: remind PLC members (and Shannon) about the meeting at least two school days in advance, and keep the meeting moving forward during the meeting.
  + Timekeeper: ensures that group allocates agreed upon times for each section of the meeting.
  + Recorder: sends PLC meeting documentation and revised action plans to Shannon.
  + Norm monitor: ensures PLC members all adhere to agreed upon norms.
* Plan opportunities to observe one another as new instructional strategies are implemented. Be creative about using studio days and/ or observations tied to your TPEP focus in order to ensure you can get into one another’s classrooms.

**Potential PLC activities**

* Reading about an instructional strategy and planning, implementing, and debriefing use.
* Designing, field testing, and refining learning progressions.
* Designing and providing feedback on learning targets and success criteria.
* Designing and implementing hinge questions and / or exit slips and debriefing use.
* Considering samples of students’ work and potential next steps for instruction.
* Designing, implementing, and debriefing a feedback strategy.
* Designing, implementing, and debriefing a discussion strategy.
* Planning activities for a studio day and debriefing the observation.

**RECORD PLC AGENDA ON BACK PAGE.**

Our PLC Meeting Agenda: